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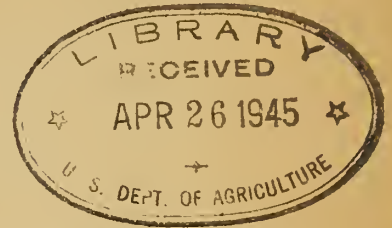
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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

September 15, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement O



To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Requests for Authority to Issue Purchase Announcements and Accept Offers

In order that requests for authority to issue purchase announcements and accept offers may be uniform throughout the Branch, all such requests will be submitted as follows:

1. Requests for authority to issue purchase announcements

When the necessity for issuing an announcement has been determined, Form SCB-43 (copy attached) will be prepared in quadruplicate and routed as follows:

- A. All copies will be transmitted to the Assistant Branch Chief with the proposed announcement.
- B. When the proposed announcement has been approved, all copies of the form will be signed in the space provided and the announcement with all copies of the form will be forwarded to the Announcement and Contract Section.
- C. The information required at the bottom of the form will be filled in by the Announcement and Contract Section and copies will be distributed as follows:
 - (1) One copy to the person preparing the announcement.
 - (2) One copy to the Assistant Branch Chief.
 - (3) One copy to the Analysis and Reports Section.
 - (4) One copy to be retained by the Announcement and Contract Section.

2. Requests for authority to accept offers

When the offers have been submitted, a memorandum will be prepared showing all pertinent details, in the order set forth in the attached sample (Recommendation to Purchase). This memorandum shall be submitted to the Assistant Branch Chief, prior to, or at the time of the purchase meeting.

If none of the offers received are acceptable, a memorandum shall be prepared, giving reasons for not recommending acceptance. When no offers are received a short statement to that effect shall be submitted.

Attachments

F-1004

H. C. Albin

Form SCB - 43

REQUEST FOR AUTHORITY TO ISSUE
PURCHASE ANNOUNCEMENT

Date

Commodity

Purpose

Requirement or
Requisition

Quantity

Delivery Area

Delivery Period

Total
Requirements

Present Stock Position

Quantity Needed
This Purchase

Comments

Issued by

Approved:

Ann. No. Date Returnable Acceptance
Date

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

To:

From:

Subject: Recommendation to purchase

Need for Purchase:

The need for this purchase arises from the necessity of filling the requirements of the _____ for _____ as set forth in (Requisition) (Requirement) (Report) dated _____.

The (Requisition) (Requirement) (Report) denotes a need for _____ for the period ending _____ deliverable _____ monthly.

Available Stocks:

Available information indicates that there are stocks on hand of _____ pounds. These stocks may (not) be applied against the above stated requirement.

Previous Purchases:

Previous purchases over the period of the past _____ months are as follows:

<u>Date</u>	<u>Quantity</u>	<u>F.O.B. Point</u>	<u>Price Per Pound</u>
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(Any pertinent information that may be of interest, such as range of prices for purchases prior to the past _____ months; special purchases causing a higher price to be paid, and like information).

Memo to (recipient of memo)

Offers Received:

In reply to the subject announcement, _____, offers have been received, as follows:

<u>Vendor</u>	<u>F. O. B. Point</u>	<u>Price Per Pound</u>	
		<u>West Coast</u>	<u>East Coast</u>

(Give any pertinent information with reference to the above offers, such as quantity offered and sizes of containers)

Recommendation:

It is recommended that the offer as submitted by _____ be accepted for _____ pounds of _____ for delivery _____ at \$0.00 per pound at _____.

This recommendation is based upon the delivery schedules as stated in the offers; the geographic location of the f.o.b. points; the prices as quoted f.o.b. plants, and the prices delivered to anticipated ports.

(Explanation as to the reasons for recommendation, such as freight, differentials, delivery schedules, geographic location, packaging, etc.)

Recommended:

Acting Chief

Approved:

Chief